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Weekly Report for Week Ending 17 September 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 33 actions requiring the printing of 418,595 copies or sets of blank forms. This represents a substantial increase from the FY 59 weekly average of 23 actions and 274,500 copies.
- (2) Thirteen new and 10 revised forms were approved.
- (3) One form was obsoleted.

b. Intangible

- 25X1A5a1 (1) Developed for the Map Library, ORR, with the cooperation of [REDACTED] a revision of the "Map Request and Routing Sheet," Form No. 466. This revision, which will provide an added (third) part will be printed in three colors on NCR paper. One feature of this revision is that the third part will have a "blacked out" area of 10 squares inches to prevent the imaging of information placed on Parts 1 and 2. Another interesting feature is that the third part is the "Receipt" portion of the form which is to be returned to the Map Library after maps have been received. To further enhance its usefulness the "Receipt" is printed on its reverse side with the return address of the Map Library. When folded and stapled the "Receipt" provides its own self addressed envelope which is forwarded back to the library.

Annual savings expected to accrue through the use of this revision, while they may be substantial, are presently undetermined. The implementation of this revision will, however, make obsolete the 3"x5", 3 part carbon interleaved "Library Record Slip, Form No. 188. It will also eliminate the need for further procuring a 3 3/4" x 4 7/8", elaborately printed, brown manila envelope. [REDACTED]

25X1A9a

- ✓ (2) Arrangements have been made to have the Clerical Pool glue the printed gummed labels on the Agency Chain Envelopes. These labels reflect the corrected wording required by the Office of Security before the Envelopes can be released for Agency use.

The Envelopes will be released to the Supply Rooms with a Flier explaining the new system of the Courier Receipt and Chain Envelope. [REDACTED]

25X1A9a

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- (3) The Records System Project on the new building is progressing on schedule. To date, 8 new forms have been designed and sent to the Printing Services Division for printing. [REDACTED]

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2. Assignments

a. Active

- (1) Records System of the Security Staff in connection with new building. [REDACTED]

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- 25X1C4a ✓ (2) Forms aspect of [REDACTED] Project. [REDACTED]

25X1A9a

- ✓ (3) Travel Order Revision. [REDACTED]

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- (4) Five Employee Suggestions.

- ✓ (5) Printing Services Survey.

- ✓ (6) Thirteen new and nine revisions are pending.

3. News

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- a. [REDACTED] will return from leave Monday. Mr. [REDACTED] will start three weeks leave Monday.

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[REDACTED]
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